

# CITY OF LOS ALAMITOS

3191 Katella Avenue Los Alamitos, CA 90720

## AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION REGULAR MEETING

**April 6, 2022 – 7:00 p.m.**

### **SAFETY ALERT – NOTICE REGARDING COVID-19**

Pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20, some members of the City of Los Alamitos City Council may participate by videoconference.

The public may access the meeting in person. If you wish to attend the Parks, Recreation, and Cultural Arts Commission meeting in person, the Council Chamber is located at 3191 Katella Ave., Los Alamitos, California 90720, will have seating for this meeting and the public shall have the right to observe and offer public comment at this location.

Masks will be required before entering the Council Chamber. Seating will be available based on six feet of social distancing. The City of Los Alamitos continues to follow the Centers for Disease Control and Prevention (CDC) guidelines and these provisions are subject change with short notice.

Please consider carefully before attending this meeting in person and keep a six foot distance from others as much as possible. Please do not attend this meeting in person if you have traveled out of state and/or you have had direct contact with someone who has travelled or tested positive for Coronavirus (COVID-19), or you are experiencing symptoms such as coughing, sneezing, fever, difficulty breathing or other flu-like symptoms.

**NOTICE TO THE PUBLIC** – This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at the Recreation & Community Services Department or on the City's website at [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org) once the agenda has been publicly posted.

Any written materials relating to an item on this agenda submitted to the Parks, Recreation & Cultural Arts Commission after distribution of the agenda packet are available for public inspection at the Recreation & Community Services Department, 10911 Oak St., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the Recreation & Community Services Department at (562) 430-1073, extension 501, 48 hours prior to the meeting so that reasonable arrangements may be made.

Persons wishing to address the Parks, Recreation & Cultural Arts Commission on any item on the Parks, Recreation & Cultural Arts Commission Agenda should complete a yellow "Request to Speak" card and will be called upon at the time the agenda item is called or during the Parks, Recreation & Cultural Arts Commission's consideration of the item and may address the Parks, Recreation & Cultural Arts Commission for up to three minutes.

## **1. CALL TO ORDER**

## **2. ROLL CALL**

Commissioner Bandak  
Commissioner Beck  
Commissioner K. Duran  
Commissioner Joseph  
Vice Chair Murphy  
Chair A. Duran

## **3. PLEDGE OF ALLEGIANCE**

## **4. ORAL COMMUNICATIONS**

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the Parks, Recreation & Cultural Arts Commission (PR&CA). Please state if you wish to speak on an item on the Agenda. Remarks are to be limited to not more than five minutes.

## **5. APPROVAL OF MINUTES**

Approval of the Minutes for the Regular Meeting of February 2, 2022 and March 2, 2022.

## **6. STAFF REPORTS**

### **A. Findings Required by AB 361 For The Continue Use of Teleconference for Meetings**

For the Parks, Recreation & Cultural Arts Commission to continue to meet via teleconference during the pandemic, AB 361 requires the Commission to make specific findings at least every thirty (30) days.

Recommendation: Make the following findings by a majority vote of the Parks, Recreation & Cultural Arts Commission:

1. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic, and continues to be in effect; and,
2. The Commission has reconsidered the circumstances of the state of emergency; and
3. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

Special Meeting vote is required prior to next scheduled meeting in April due to AB 361. The Special meeting must be scheduled prior to March 31, 2022. This will be the only request for Special Meeting as it relates to AB 361 for calendar year 2022.

## **B. Employee of the Quarter**

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding the Los Alamitos Recreation & Community Services Department Employee of the Quarter.

Recommendation: Commission receive and file.

## **C. Preschool Age Programs**

This report provides the Parks, Recreation & Cultural Arts Commission with a preview of Preschool Age Programs.

Recommendation: Commission receive and file.

## **D. Los Alamitos Volunteer Program (LAVP) /Youth in Government / Counselors in Training (CIT's)**

This report provides the Parks, Recreation & Cultural Arts Commission upcoming programming for Los Alamitos Volunteer Program / Youth in Government / Counselors in Training.

Recommendation: Commission receive and file.

## **E. Labourdette Park**

This report provides the Parks, Recreation and Cultural Arts Commission with the proposed renovations of Labourdette Park.

Recommendations: Cultural Arts Commission receive and file the report; and Commission discuss and provide recommendations.

# **7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT**

## **8. COMMISSIONER REPORTS**

At this time, Commissioners may report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to provide staff direction to report back or to place the item on a future Agenda.

## **9. ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the Los Alamitos City Hall, 3191 Katella Ave. and online at [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org) not less than 72 hours prior to the meeting. Dated this 31<sup>st</sup> of March 2022.

  
Trini Zenovka, Department Secretary

# **MINUTES OF PARKS, RECREATION AND CULTURAL ARTS COMMISSION OF THE CITY OF LOS ALAMITOS**

## **REGULAR MEETING – WEDNESDAY, February 2, 2022**

### **1. CALL TO ORDER**

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:00 p.m., Wednesday, February 2, 2022, in the Council Chambers, 3191 Katella Ave., Chair Duran presiding.

### **2. ROLL CALL**

**Present:** Commission Members: Beck, A. Duran, K. Duran, Joseph, Murphy

**Absent:** Commission Members: Bandak (excused)

**Present:** Staff: Emeline Noda, Director of Recreation & Community Services  
Jennifer Sisoiev, Recreation Manager  
Joanna Contreras, Recreation Supervisor  
Gilberto Arteaga-Ceja, Recreation Specialist

### **3. PLEDGE OF ALLEGIANCE**

Chair Duran led the Pledge of Allegiance.

### **4. ORAL COMMUNICATION**

Chair Duran opened Oral Communications. There being no one present requesting to speak, Chair Duran closed Oral Communications.

### **5. APPROVAL OF MINUTES**

Motion/Second: Joseph/Beck

Abstain: Bandak

Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Regular Meeting of January 12, 2022.

### **6. STAFF REPORTS**

#### **A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings**

For the Parks, Recreation & Cultural Arts Commission to continue to have the option to meet via teleconference during the pandemic, AB 361 requires the Parks, Recreation & Cultural Arts Commission to make specific findings at least every thirty (30) days.

Recreation Director, Emeline Noda summarized the staff report.

Unanimously, the Parks, Recreation and Cultural Arts Commission approved the option to meet via teleconference during the pandemic.

#### **B. Partnership Program Update**

This report provides the Parks, Recreation & Cultural Arts Commission with an update on the 2022 My City My Los Al Partnership Program.

Recreation Manager, Jennifer Sisoiev, summarized the staff report.

#### **C. Senior Needs Assessment**

This report provides the Parks, Recreation, & Cultural Arts Commission an update regarding the implementation of the Senior Needs Assessment for 2022.

Recreation Specialist, Gilberto Arteaga-Ceja summarized the staff report.

#### **D. 2021 Accomplishments**

This report provides the Parks, Recreation & Cultural Arts Commission with a summary of the 2021 Recreation & Community Services Department accomplishments.

Recreation Director, Emeline Noda summarized the staff report.

### **7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT**

#### Emeline Noda, Director of Recreation & Community Services Department

- Spring Brochure has been mailed and is available online.
- The Recreation & Community Services Department will be holding its annual Weekend of Art event at the Community Center sponsored by Orange County Supervisor Katrina Foley on Friday, March 18 through Saturday, March 19 at the Los Alamitos Community Center. The exhibition will open Friday from 5:00 p.m. to 8:00 p.m. and Saturday from 10:00 a.m. to 8:00 p.m. with stage performances, art demonstrations and vendor fair set for Saturday, March 19. All ages are welcome to submit three different pieces of art in any medium. Information and applications can be found on our website, [www.cityoflosalamitos.org/recreation](http://www.cityoflosalamitos.org/recreation).
- The 2022 Special Event Vendor Packet was emailed out to businesses and organizations who have previously participated in recent events. This packet allows vendors the ability to register for multiple events at once and well in advance and streamline the process.

Joanna Contreras, Recreation Supervisor

- President's Week Camp, sponsored by Southland Credit Union from February 21 – 25, 2022.
- Co-ed Youth Volleyball League to begin in March – May 2022.
- Simultaneously, Track and Field program will begin for 1<sup>st</sup>-8<sup>th</sup> Grade beginning April – May 2022.
- We are currently recruiting for Recreation Leaders, please share with your friends, family, and colleagues. More information is listed on the City's website.

## **8. COMMISSIONER REPORTS**

Commissioner Beck

- Nothing to Report

Commissioner Joseph

- Nothing to Report

Commissioner K. Duran

- Nothing to Report

Vice Chair Murphy

- Thank the Los Alamitos Police Department for receiving a call about 2½ weeks from a police officer outside of my home to let me know that the light inside of the vehicle was left on just in case you were wondering if your vehicle would not start in the morning. This was very thoughtful to take the time to notify me, greatly appreciated.

Chair Duran

- Thanked the Los Alamitos Police Department as our diligent patrol noticed something unusual and knocked on our door to check to see if everything was alright as someone had attempted to break into one of my vehicles. The Police Department will be receiving a thank you letter in a few days.

## **9. ADJOURNMENT**

The Parks, Recreation, and Cultural Arts Commission adjourned at 7:53 p.m.

Attest:

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Alex Duran, Chair

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Emeline Noda  
Director of Recreation & Community Services  
Recreation & Community Services Department

**MINUTES OF PARKS, RECREATION AND CULTURAL ARTS COMMISSION  
OF THE CITY OF LOS ALAMITOS**

**REGULAR MEETING – WEDNESDAY, March 2, 2022**

**1. CALL TO ORDER**

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:28 p.m., Wednesday, March 2, 2022, in the Council Chambers, 3191 Katella Ave., Chair Duran presiding.

**2. ROLL CALL**

**Present:** Commission Members: Bandak, Beck, A. Duran, Joseph, Murphy

**Absent:** Commission Members: K. Duran (excused)

**Present:** Staff: Emeline Noda, Director of Recreation & Community Services  
Joanna Contreras, Recreation Supervisor  
Steve Kim, Recreation Coordinator

**3. PLEDGE OF ALLEGIANCE**

Chair Duran led the Pledge of Allegiance.

**4. ORAL COMMUNICATION**

Chair Duran opened Oral Communications. There being no one present requesting to speak, Chair Duran closed Oral Communications.

**5. APPROVAL OF MINUTES**

Due to lack of quorum from the February meeting, the Parks, Recreation and Cultural Arts Commission deferred the approval of minutes for the Regular Meeting of February 2, 2022.

**6. STAFF REPORTS**

**A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings**

For the Parks, Recreation & Cultural Arts Commission to continue to have the option to meet via teleconference during the pandemic, AB 361 requires the Parks, Recreation & Cultural Arts Commission to make specific findings at least every thirty (30) days.

Recreation Director, Emeline Noda summarized the staff report.

Unanimously, the Parks, Recreation and Cultural Arts Commission approved the option to meet via teleconference during the pandemic. A Special Videoconference Meeting for AB 361 was scheduled for Wednesday, March 30, 2022, at 7:30 p.m. Motion/2<sup>nd</sup>: Duran/Murphy, unanimous approved to meet via videoconference.

#### **A. Summer Concert Series Preview**

This report provides the Parks, Recreation & Cultural Arts Commission with a preview of the Summer Concert Series.

Recreation Coordinator Steve Kim, summarized the staff report.

#### **B. Spring Carnival Preview**

This report provides the Parks, Recreation & Cultural Arts Commission with a preview of the 2022 Spring Carnival.

Recreation Coordinator Steve Kim, summarized the staff report.

#### **C. Laurel Park Tennis Court Renovation**

This report provides the Parks, Recreation & Cultural Arts Commission upcoming park renovation project at Laurel Park Tennis Courts.

Recreation Director Emeline Noda summarized the staff report.

### **7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT**

#### Joanna Contreras, Recreation Supervisor

- The Parks Recreation and Cultural Arts (PR&CA) Commission are invited to attend the California Park and Recreation Society (CPRS) District 10 Awards and Installation Banquet on Thursday, April 7, 2022, at the Centre at Founders Village in Fountain Valley. Please RSVP to me with your menu selection by Wednesday, March 16. Volunteer Merit Award Winners will be recognized including Cottonwood Church and the 5<sup>th</sup> Grade Team at Lee Elementary School. Vice Chair Murphy RSVP'd for event.
- Lee Elementary School teachers will be recognized for their leadership and innovation for the 2021 Lee Elementary School 5<sup>th</sup> Grade Level Up event. The team created a week-long memorable experience for their 5<sup>th</sup> graders during Covid-19 to ensure the students were able to experience in person, safe and fun activities, despite the restrictions. Unfortunately, due to a scheduling conflict, the team cannot commit to attend the April 7 awards ceremony and instead will be recognized at a future City Council meeting.
- Cottonwood Church provided a necessary amount of large space to conduct the Senior Grocery Program at the height of COVID, along with their weekly

enthusiastic volunteers. They will be attending the April 7 Awards ceremony to receive their award.

- Co-ed Youth Volleyball League will begin next week. Staff have been training with a past professional volleyball player and they are very excited to begin the season. We have five Spike division teams. The Set division did not receive as many participants and was converted to a clinic style program. The Spike division will practice and play games once a week, and the Set division will have scrimmages during their weekly practice. We have a total of 47 participants this season.
- Recreation staff will hold summer staff hiring in the coming weeks for the upcoming busy summer season. Summer programs launch in the middle of June and will include: Summer Day Camp, Parks Program, Staff-led speciality camps including Sports Camps, Summer Concert Series, 4<sup>th</sup> of July Fireworks Spectacular, Parks Make Life Better month (July), in addition to the regularly scheduled classes, rentals and ongoing programs. It should be a busy and exciting summer!

Trini Zenovka, Department Secretary

- On March 31, 2022, Senior Club will be honoring three Senior Club Members for the 5<sup>th</sup> Anniversary of National Vietnam War Veterans Day. Commissioners are invited to join Senior Club in welcoming home our Vietnam Veterans. Chair Duran will attend event to thank our Vietnam Veterans and welcome them home on behalf of the Parks Recreation and Cultural Arts Commission.

Emeline Noda, Director of Recreation & Community Services Department

- The 2022 Special Event Vendor Packet was emailed out to businesses and organizations who have previously participated in recent events. This packet allows vendors the ability to register for multiple events at once and well in advance, streamlining the process. Vendors have expressed their appreciation for the simplified process and one-time application and are looking forward to a successful year of events. We currently have 16 vendors locked in and we are receiving more inquiries, summer concerts are all sold out.
- Art collection continues for the Recreation & Community Services Department's annual Weekend of Art event at the Community Center sponsored by Orange County Supervisor Katrina Foley. The event is scheduled for Friday, March 18 through Saturday, March 19 at the Los Alamitos Community Center. The exhibition will open Friday from 5:00 p.m. to 8:00 p.m. and Saturday from 10:00 a.m. to 8:00 p.m. with stage performances, art demonstrations and vendor fair set for Saturday, March 19. We are also partnering with all of the schools in the district to display all of the winners of the Reflections Artwork.

Staff requests PR&CA Commissioners to partake in the event as judges on Friday, March 18 between 5:00 p.m. to 6:00 p.m. Vice Chair Murphy volunteered to be a judge at event. Commissioners interested in being present at Closing

Ceremony to hand out certificates and awards on Saturday, March 19 at 6:00 p.m. Please confirm with Jennifer Sisoev.

- We currently have one seat open for Parks Recreation and Cultural Arts Commission. If you know of anyone who is interested, please have them complete an application, contact Windy to begin the interview process with City Council.
- Today, the Recreation & Community Services Staff office and Management Team participated in the annual Department In-Service Training at The Senior Center in Central Park in the City of Huntington Beach. Staff were able to tour the facility during their training. Guest speaker retired Parks and Recreation Director Marie Knight gave a dynamic and engaging presentation on teamwork and motivation as well as Joanna, Jennifer, Jason and Steve. Fifty percent of our team is new or staff that have elevated to new roles within the Department. The training was an opportunity to focus on getting to know team members including teambuilding activities, resources, tools and training to strengthen each individual and setting professional, department and personal goals to keep the team moving forward in service to the Los Alamitos community.

## 8. COMMISSIONER REPORTS

### Commissioner Beck

- Nothing to Report

### Commissioner Bandak

- Nothing to Report

### Vice Chair Murphy

- Nothing to Report

### Chair Duran

- Nothing to Report

## 9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8.05 p.m.

Attest:

\_\_\_\_\_  
Alex Duran, Chair

\_\_\_\_\_  
Emeline Noda

Director of Recreation & Community Services  
Recreation & Community Services Department

# **City of Los Alamitos**

## **PARKS, RECREATION, & CULTURAL ARTS COMMISSION AGENDA REPORT**

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**MEETING DATE: April 6, 2022**

**ITEM NUMBER: 6A**

**To: Chair Alexander Duran & Members of the Parks, Recreation  
and Cultural Arts Commission**

**Presented by: Emeline Noda, Director of Recreation & Community Services**

**Subject: Findings Required by AB 361 for the Continued Use of  
Teleconferencing for Meetings**

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### **SUMMARY**

For the Parks, Recreation & Cultural Arts Commission to continue to have the option to meet via teleconference during the pandemic, AB 361 requires the Parks, Recreation & Cultural Arts Commission to make specific findings at least every thirty (30) days.

### **RECOMMENDATION**

Make the following findings by a majority vote of the Parks, Recreation & Cultural Arts Commission:

- a. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic, and continues to be in effect;
- b. The Parks, Recreation & Cultural Arts Commission has reconsidered the circumstances of the state of emergency; and
- c. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

### **BACKGROUND**

Assembly Bill 361 (AB 361) was signed into law by the Governor on September 16, 2021. A portion of AB 361 enacted amendments to California Government Code section 54953 regarding teleconference meetings. Those amendments authorize local agencies, like the City, to continue to conduct meetings by teleconference<sup>1</sup> during a Governor-proclaimed

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<sup>1</sup> A "teleconference" occurs for purposes of AB 361 whenever one or more members of the Parks, Recreation & Cultural Arts Commission connect to a Parks, Recreation & Cultural Arts Commission meeting via electronic means. Thus, even if four members of the Parks, Recreation & Cultural Arts Commission meet in person, if the fifth joins the meeting via Zoom, the meeting will be a teleconference meeting that must be conducted in accordance with the requirements of AB 361.

state of emergency<sup>2</sup> provided that certain findings are made by the legislative body, and provided that certain procedural requirements are met regarding public access to the meetings.

A new requirement in AB 361 requires specific findings be reaffirmed at least every thirty (30) days in order for the Parks, Recreation & Cultural Arts Commission to continue to have the option for one (1) or more of its members to use teleconferencing.

## **DISCUSSION**

### **Required Findings**

The teleconference provisions in AB 361 may only be utilized as long as a Governor-proclaimed state of emergency remains active, or while state or local officials have recommended measures to promote social distancing. When either of those is the case (both are true at this time), then in order to continue to teleconference using the new provisions of AB 361, the Parks, Recreation & Cultural Arts Commission must make the following findings by majority vote every 30 days:

(A) The Parks, Recreation & Cultural Arts Commission has reconsidered the circumstances of the state of emergency; and

(B) Either of the following circumstances exist:

- (i) The state of emergency continues to directly impact the ability of the members to meet safely in person; or
- (ii) State or local officials continue to impose or recommend measures to promote social distancing<sup>3</sup>.

To comply with that requirement, the recommended action would have the Parks, Recreation & Cultural Arts Commission find each of the following:

- a. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic, and continues to be in effect;
- b. The Parks, Recreation & Cultural Arts Commission has reconsidered the circumstances of the state of emergency; and
- c. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

### **The "Every 30 Days Thereafter" Requirement**

As noted above, AB 361 findings must be made "no later than 30 days after teleconferencing for the first time pursuant to [AB 361], and every 30 days thereafter..."

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<sup>2</sup> For purposes of AB 361 "...state of emergency' means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act..." Cal. Gov't Code Sec. 54953(e)(4). Section 8265 of CESA in turn refers to a state of emergency proclaimed by the Governor

<sup>3</sup> Cal Gov't Code Sec. 54953(e)(3)

In order to preserve the option for the Parks, Recreation & Cultural Arts Commission or individual members of the Parks, Recreation & Cultural Arts Commission to participate in meetings during the pandemic via teleconference in the future, the Parks, Recreation & Cultural Arts Commission will have to adopt the required findings at least every 30 days.

#### Potential Consequence of Not Making the Findings Every 30 Days

AB 361 does not expressly state what happens if a legislative body fails to make the required findings “every 30 days.” However, it expressly requires the timely re-approval of the findings “in order to continue to teleconference” in the manner that AB 361 authorizes.

As a result, if the Parks, Recreation & Cultural Arts Commission does not adopt the required findings every 30 days, then the Parks, Recreation & Cultural Arts Commission could be precluded from continuing to teleconference thereafter, perhaps even if the Parks, Recreation & Cultural Arts Commission was later willing to adopt the findings at a later date. For this reason, the City Attorney recommends that the [Parks, Recreation & Cultural Arts Commission adopt the required findings at this time and at least every 30 days thereafter, unless the Parks, Recreation & Cultural Arts Commission decides as a permanent matter that it will no longer permit teleconferencing at all (e.g., regardless of whether the state of emergency worsens).

#### Procedural Requirements for The Conduct of Teleconference Meetings

AB 361 contains several new requirements for the conduct of teleconference meetings with which the City has prepared to comply. Specifically, each meeting must:

1. Allow members of the public to attend and comment at the meeting via call-in option or internet-based service option;
2. Protect the statutory and constitutional rights of the parties and the public appearing before the legislative body;
3. In the event of disruption which prevents broadcasting the meeting or which prevents members of the public from offering public comments via the call-in or internet-based option, the Parks, Recreation & Cultural Arts Commission must take no further action until the disrupted public access is restored;
4. The City may not require public comments to be submitted in advance, and must offer the opportunity for the public to offer comments “in real time” during the meeting; and
5. The public must be allowed “a reasonable amount of time per agenda item to allow members of the public to provide public comment, including time for members of the public to register [to log into the teleconference], or otherwise be recognized for the purpose of providing public comment.

# **City of Los Alamitos**

## **PARKS, RECREATION & CULTURAL ARTS**

### **AGENDA REPORT**

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**MEETING DATE: April 6, 2022**

**ITEM NUMBER: 6B**

**To:** Chair Alex Duran & Members of the Parks, Recreation and Cultural Arts Commission

**Presented By:** Jennifer Sisoiev, Recreation Manager

**Via:** Emeline Noda, Acting Director of Recreation & Community Services

**Subject:** Employee of the Quarter

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#### **SUMMARY**

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding the Los Alamitos Recreation & Community Services Department Employee of the Quarter.

#### **RECOMMENDATION**

Commission receive and file.

#### **BACKGROUND**

The Recreation and Community Services Department implemented an awards program to recognize part-time employees for their outstanding work performance on a quarterly basis. The awards program was designed to honor individuals who have a strong work ethic, exhibit quality customer service to patrons, and have performed excellent work in their program or event to which they were assigned.

#### **DISCUSSION**

First implemented in Fall 2015, the Recreation & Community Services Department full time staff wanted to recognize part-time employees within the department to honor those who have gone above and beyond. The Department employs approximately 50 part-time recreation leaders on an annual basis. Most of the employees do an outstanding job on a daily basis, but there are a few who have stood out among their peers.

Staff developed a STAR criteria for determining which staff member(s) should be recognized each quarter. Employees are nominated by lead staff or the administrative team in the Recreation & Community Services Department and voted on each quarter based on the following criteria:

S – Support of the Department's Values  
T – Teamwork  
A – Above & Beyond  
R – Reliable

The following individuals have been the recent recipients of the "Employee of the Quarter."

Natalie Ward (Senior Recreation Leader) – Natalie was awarded Employee of the Quarter for Winter of 2021. Natalie has been an integral part of the Recreation and Community Services team since she was hired. She has assisted in nearly every program from Summer Day Camps, Parks Programs, staff-led classes, special events and more. She took on the role of co-Preschool teacher lead in the spring of 2021 and has since revamped the program and done a stellar job. Her positive attitude is contagious.

Suzannah Ives (Senior Recreation Leader) – Suzannah was awarded Employee of the Quarter for Spring of 2021. Suzannah played a very important role in the return of the Dine In & Dough House program for seniors. She brought the program up to speed in a safe and responsible way through the ups and downs of reopening after Covid. She took the lead in inventory and ordering of supplies, menu planning, scheduling entertainment and training new staff to take over the program. Her organizational skills and responsibility make her deserving of this award.

Cassidy Figueroa (Community Services Coordinator) – Cassidy was awarded Employee of the Quarter for the Summer of 2021. Cassidy has played a part in nearly all programs within the Department. She most recently has taken on contract classes, staff-led classes and camps, planning of Weekend of Art, in addition to serving as the co-Preschool teacher lead. She has quickly grown into each role she has been given and has taken it to the next level.

Lauren Pavelec (Clerical Assistant) – Lauren was awarded Employee of the Quarter for Fall of 2021. Lauren has had a quick rise within our Department, growing from Recreation Leader to Senior Recreation Leader then Clerical Assistant with the past year. Her organizational skills and team mentality keep our Department running smoothly. She picks up on tasks quickly and gets them into working order, then takes the time to ensure staff around her are properly trained and updated.

Gilberto Arteaga-Ceja (Recreation Specialist) – Gilberto was awarded Employee of the Quarter for Winter 2022. Gilberto has also grown very quickly in his role within the Department in just under one year. He started out as a Recreation Leader, promoted to Senior Recreation Leader and then Recreation Specialist all in just under one year. He has helped in Summer Day Camp, Parks Program, front desk, special events, sports, facility maintenance and most recently senior programming. Gilberto is a quiet leader whose strengths are in the example he leads for other staff.

## **FISCAL IMPACT**

The nominal costs for the certificates, stars, and STAR Employees recognition wall decor to recognize staff is taken from the Recreation and Community Services Department's supply budget.

# **City of Los Alamitos**

## **PARKS, RECREATION & CULTURAL ARTS**

### **AGENDA REPORT**

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**MEETING DATE: April 6, 2022**

**ITEM NUMBER: 6C**

**To:** Chair Alex Duran & Members of the Parks, Recreation and Cultural Arts Commission

**Presented By:** Joanna Contreras, Recreation Supervisor and Cassidy Given, Community Services Coordinator

**Via:** Emeline Noda, Director of Recreation & Community Services

**Subject:** Programs Highlight: Preschool Age Programs

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#### **SUMMARY**

This report provides the Parks, Recreation & Cultural Arts Commission with a preview of Preschool Age Programs.

#### **RECOMMENDATION**

Commission receive and file.

#### **BACKGROUND**

The City of Los Alamitos Recreation and Community Services Department offers a wide variety of programs, classes, and camps for preschool age children ages three to five years old, ranging from science camps, dance classes, Jr. Pee Wee Sports, and a preschool program. This age group represents a strong niche in the Los Alamitos community of parents who are continuously seeking to expose their children to a range of experiences during this important introductory stage of their lives and see what piques their interest.

Although additional organizations provide similar programming to the Department's Ready, Set Go! Preschool Program, the demand remains high to offer this type of program to the community. The Recreation and Community Services Department offers a lower cost option for recreational and educational-based programs as well as an alternative to competing for enrollment in other local preschool programs with full waiting list. Additionally, promoting regular physical activity is a public health priority, and classes conducted by the Recreation and Community Services Department makes physical activity available, affordable, enjoyable, and ultimately, beneficial for the youth of the community. Staff continuously evaluates current trends in community needs to fill gaps or supplement the provision of services for this target age group.

## **DISCUSSION**

**Ready, Set, Go! Preschool Program** - The Ready, Set, Go! Preschool Program sponsored by Southland Credit Union has recently gone through some changes with staff, an updated curriculum, and new and improved organization of the building. At the start of the fall 2021 session, two new teachers were brought in to oversee the Preschool Program. Natalie Ward, who is currently attending Cal State University, Long Beach to receive her teaching credential, is now the head teacher for the Tuesday/Thursday 3 to 4 year-old class. Cassidy Given, who graduated from Brigham Young University-Hawaii with her teaching credential and worked in the Los Alamitos Unified School District as an Instructional Aid and Substitute Teacher for three years, is now the head teacher for the Monday/Wednesday/Friday, 4 to 5 year-old class. With backgrounds in education, Natalie and Cassidy were able to create a new curriculum focusing on hands-on learning, problem solving, language skills, and cognitive and gross motor development. An emphasis was placed on learning through play and activities.

Natalie and Cassidy spent many hours in the beginning of the year cleaning out and organizing the Preschool building including ridding it of unused items. They updated all the posters and bulletin boards hanging throughout the room and created spaces for students to socially play, centers to learn, a calm corner to reassess emotions, and easy access to all books in the library. They put in a lot of thought and effort to theme the room each season to create a warm and inviting environment for learning. Student artwork and handmade crafts are continuously displayed on the walls in the Preschool building.

COVID-19 restrictions closed the Ready, Set Go! Preschool Program, and upon its reopening maximums were reset to meet new guidelines. At the start of the fall 2021 session, the Preschool Program was limited to 14 students, with the maximum increasing to 20 for the winter 2022 session which presents a full classroom with limited COVID-19 restrictions. Staff continues to promote the program in an effort to reach full capacity. As part of the sponsorship through Southland Credit Union, participants with a current savings account with Southland Credit Union receive a 20% discount on registration per session.

The Ready, Set, Go! Preschool Program strives to create a realistic classroom setting to best prepare students for transition to kindergarten. Academics is a major emphasis in sight words reading, math, science and art. Natalie and Cassidy have created an assessment taken by every student followed by a final assessment at the end in order to better track progress of participants. For those students who join mid-year or interested in switching days, assessments are provided to ensure they are placed in the correct class. Cassidy is currently planning the 4 to 5 year-old graduation to be held Friday, June 10 with a theme of "Blast off to Kindergarten!" Staff continuously seeks the best practices in teaching and creating a positive learning experience.

**Parent and Me Sports** – This coed program is offered for participants ages 2 to 3 years with parent participation. It provides a great way for parents to introduce their child to different sports and the benefits of physical activity. Programs include:

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- Parent and Me Basketball
- Parent and Me Soccer
- Mini Superstars

**Junior Pee Wee** – This coed program is offered for participants ages 3.5 to 4 years. These programs are conducted in a clinic style setting with small groups who rotate through drill work as they work toward being able to play games. Programs include:

- Junior Pee Wee Basketball
- Junior Pee Wee Flag Football
- Junior Pee Wee T-ball
- Junior Pee Wee Soccer

Youth sports are sponsored by MemorialCare Miller Children's & Women's Hospital Long Beach.

### **FISCAL IMPACT**

Expenditures allocated for the Ready, Set, Go! Preschool Program and youth sports are funded through the City's General Fund from the Recreation and Community Services Department. The Ready, Set, Go! Preschool Program's costs are offset by Southland Credit Union and participant fees.

Youth sports exceeded the City Council approved percentage revenue, expenditure offset for Fiscal Year 20-21. The additional revenue was in large part to high enrollment for youth soccer and t-ball in addition to the sponsorship for youth sports from MemorialCare Miller Children's and Women's Center Long Beach.

# **City of Los Alamitos**

## **PARKS, RECREATION & CULTURAL ARTS**

### **AGENDA REPORT**

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**MEETING DATE: April 6, 2022**

**ITEM NUMBER: 6D**

**To:** Chair Alex Duran & Members of the Parks, Recreation and Cultural Arts Commission

**Presented By:** Samantha Kenny, Community Services Coordinator

**Via:** Emeline Noda, Director of Recreation & Community Services

**Subject:** Program Highlight: Los Alamitos Volunteer Program (L.A.V.P.), Counselor In Training Program (C.I.T.), and Youth in Government.

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#### **SUMMARY**

This report provides the Parks, Recreation & Cultural Arts Commission with a preview of the Los Alamitos Volunteer Program (L.A.V.P.), Counselor In Training Program (C.I.T.), and future Youth in Government program.

#### **RECOMMENDATION**

Commission receive and file.

#### **BACKGROUND**

The following programs are provided by the Recreation and Community Services Department to benefit local teens who reside in the City of Los Alamitos or attend a school in the Los Alamitos Unified School District. Teens involved in these programs are provided an opportunity to make a positive impact in the City of Los Alamitos. Participants learn necessary job and life skills that will help them in the future and give them the opportunity to achieve these skills in a fun, safe, and encouraging environment.

#### **DISCUSSION**

##### **Los Alamitos Volunteer Program (L.A.V.P.)**

L.A.V.P. is a volunteer-based program for youth ages 11-17 to give back to their community while assisting them in completing community service requirements necessary for high school graduation. These students gain experiences in various fields within Recreation, while supporting other local non-profit organizations as well as the City of Los Alamitos. There are currently 84 volunteers in the program. Registration for

the 2022-2023 membership year is open and can be found on the Department's website. The 2022-2023 membership year commences on May 18, 2022. Additionally, scholarships to cover the program participation fee are available for Los Alamitos residents and a college scholarship award application is currently being updated.

### **Counselor in Training Program (C.I.T.)**

The Counselor in Training program (C.I.T.) is for ages 13 to 16. In this program, participants gain valuable work experience by working alongside the Los Alamitos Day Camp Staff to prepare camp activities, organize games, arts & crafts, and assist staff with special events. They learn firsthand what it takes to be a Day Camp Counselor. Each two-week session features one training workshop per week aimed to develop and strengthen professional and life skills for teens. Scholarships for program participation are available for Los Alamitos residents.

### **Youth in Government**

The Recreation and Community Services Department is in the beginning stages of developing a Youth and Teen Government program set to launch the last quarter of 2022.

In partnership with Los Alamitos High School, Recreation staff believe this program can greatly benefit students interested in an experimental learning program based upon the City of Los Alamitos. Under the guidance of City staff, participants will have the opportunity to collaborate with staff and fellow program participants to learn more about local government and be provided with an opportunity to be involved in the community. Recreation staff have moved forward with outreach to Los Alamitos High School Activities Director. With her guidance and approval, Recreation staff will work with the High School on student club commissioner outreach and program advertisement. Students will have the opportunity to apply and interview for the program (similar to their Student Government program at school) to determine program participant roles. There will be a limited number of participants based on matching positions.

To kick off the program, the City of Los Alamitos will host a luncheon for participants along with the City of Los Alamitos Executive Team, Management Team, and City Council. After the luncheon, participants will have the opportunity to meet with a paired mentor based on their future interests and interview from the City of Los Alamitos team. The program content for the year is being finalized, but will be community-involvement based.

### **FISCAL IMPACT**

Funding for the L.A.V.P. and C.I.T. program is offset by resident and non-resident participant fees. The programs' revenues and expenditures are encompassed in the Recreation and Community Services Department's budget.

Funding for Youth in Government is currently being discussed.

# **City of Los Alamitos**

## **PARKS, RECREATION & CULTURAL ARTS**

### **AGENDA REPORT**

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**MEETING DATE: April 6 2022**

**ITEM NUMBER: 6E**

**To: Chair Alex Duran & Members of the Parks, Recreation and Cultural Arts Commission**

**Presented By: Emeline Noda, Director of Recreation & Community Services**

**Subject: Labourdette Park Renovation Proposal**

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#### **SUMMARY**

This agenda item is to inform and obtain feedback from the Parks, Recreation & Cultural Arts Commission on the recommended proposed renovations for Labourdette Park.

#### **RECOMMENDATION**

Receive and discuss the proposed design of Labourdette Park.

#### **BACKGROUND**

The Parks, Recreation and Cultural Arts Commissioners visited the parks and facilities that are owned, operated, and/or utilized by the City for programs, events and/or passive recreation in August 2021 with the goal to become more familiar with the sites and amenities provided at each location. The Commission received a verbal report of potential ideas for future improvements and plans for each site and provided feedback at each site location.

Plans for future Capital Improvement Plan (CIP) projects are in the works for the remaining six City parks (excluding Orville R. Lewis Park playground due to recent renovations in 2017).

#### **DISCUSSION**

The Parks, Recreation & Cultural Arts Commission is requested to review the proposed conceptual rendering of Labourdette Park renovation in terms of equipment, layout, color, playground features, etc. This is an opportunity to provide feedback prior to finalized plans for construction.

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The project consists of site demolition, grading, extending site utility water line, and site improvements including installing concrete, modifying existing irrigation layout, planting new shrubs, installing mulch, grading, replacement of turf as needed, installing picnic tables a BBQ grill, new play equipment, rubber play surface, an outdoor fitness area, a shade sail structure, new chain link fence, accessible hydration station with bottle filler, dog waste station and receptacles.

### **FISCAL IMPACT**

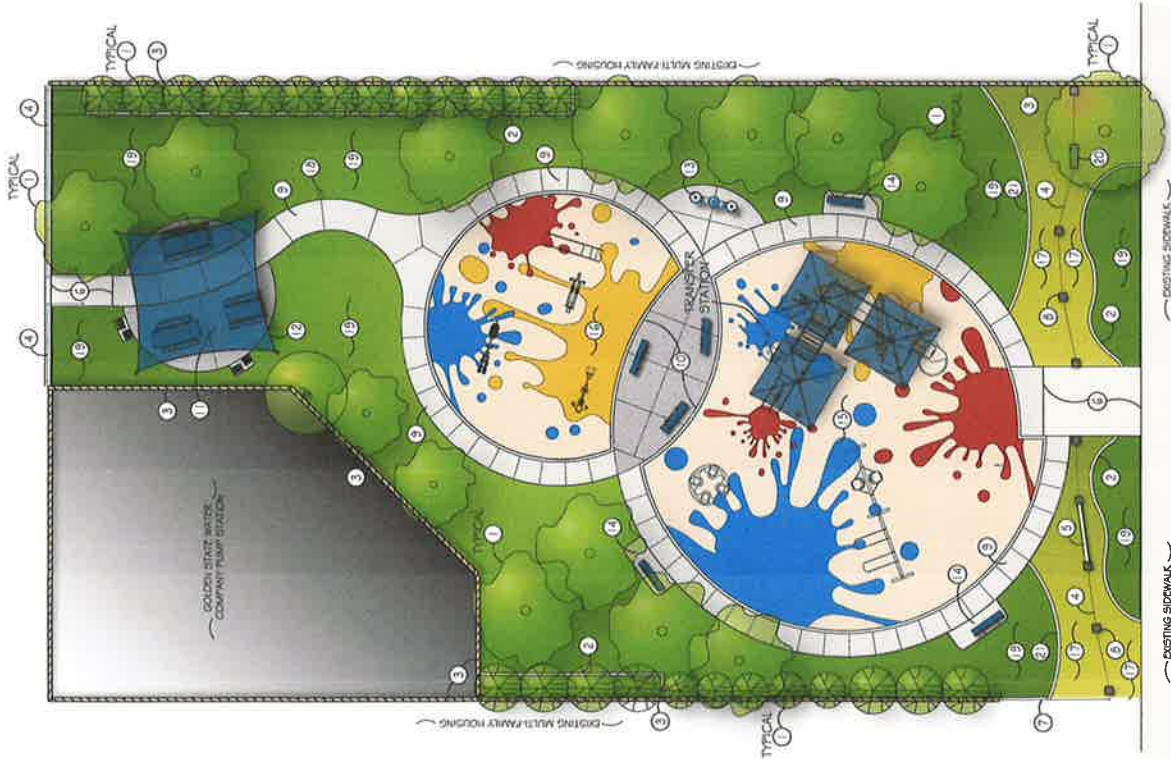
The total estimate for the project is \$461,316. Funding options include the City's Park Development Fund and/or the City's Capital Improvement Project allocation and will be determined by City Council.

*Attachments: 1. Labourdette Park Rendering*

# Labourdette Park Improvements

## City of Los Alamitos

### January 4 , 2022



#### KEY NOTES

- 1 EXISTING MATURE SHADE TREES, PROTECT
- 2 EXISTING MONOCURB, PROTECT
- 3 EXISTING C&U WALL, PROTECT
- 4 EXISTING TUBE STEEL FENCING, PROTECT
- 5 EXISTING PARK MONUMENT SIGN, PROTECT
- 6 EXISTING CONCRETE, PROTECT
- 7 NEW 6" HIGH TUBE STEEL FENCING TO MATCH EXISTING
- 8 REFRESH EXISTING COLUMNS WITH STUCCO AND PAINT TYPICAL, 10 PLACES
- 9 NEW 4" THICK REINFORCED CONCRETE WALK
- 10 NEW DECORATIVE CONCRETE PAD WITH BENCHES AND SPACE FOR COMPANION SEATING
- 11 NEW PICNIC AREA WITH DECORATIVE CONCRETE, PICNIC TABLES (1 ACCESSIBLE), AND BBQ GRILLS WITH ASH RECEPTACLES
- 12 NEW 24' SQUARE SHADE SAIL AT GROUP PICNIC AREA
- 13 NEW ACCESSIBLE HI-LO HYDRATION STATION WITH BOTTLE FILLER
- 14 NEW BENCHES ON CONCRETE PADS WITH COMPANION SEATING
- 15 NEW PLAY AREA (3,200sq ft) WITH ACCESSIBLE TOT LOT PLAY EQUIPMENT AND RUBBERIZED SURFACING
- 16 NEW OUTDOOR FITNESS AREA (1,354 SF) WITH RUBBERIZED SURFACING
- 17 REFRESHED LANDSCAPE BUFFER- LOW WATER USE PLANTING
- 18 NEW DOG WASTE STATION
- 19 EXISTING TURF GRASS, PROTECT
- 20 EXISTING PLAQUE, PROTECT
- 21 NEW 6" WIDE CONCRETE MONOCURB



SCALE 1" = 10'-0"

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EXISTING SIDEWALK  
PROPOSED SIDEWALK